



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

How to access and maintain eSupplier Registration

Angela McDowell and Matt Ross 4/10

How to Access and Maintain eSupplier Registration

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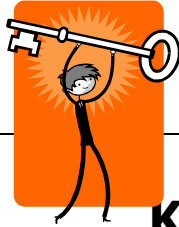
PURCHASING DIVISION

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Key Words before you begin

Edison: The State of Tennessee has a new web-based procurement system known as Edison.

eSupplier: a vendor that has successfully completed the eSupplier Registration located at <https://supplier.edison.tennessee.gov> is thereafter known as an eSupplier.

Sourcing Event: a collection of specifications, terms, and conditions related to a certain set of goods or products up for bid by The State of Tennessee via Edison.

Vendor: a bidder that has received a contract or purchase order from The State of Tennessee via Edison is thereafter known as a Vendor.

NIGP Code: an acronym for the National Institute of Governmental Purchasing Commodity Services Code. It is a coding taxonomy that classifies products and services procured by state and local governments.



Edison is the new procurement system for the State of Tennessee. This manual contains information on how to navigate your Edison registration. As an **eSupplier**, you may maintain your contact information, bid on **sourcing events**, and even submit an electronic invoice to The State of Tennessee.

1. How do I become an eSupplier?
2. How do I login to my eSupplier account once registered?
3. How do I update my company's information once logged in?
4. How do I enter a bid on an event?
5. How do I change the main eSupplier contact?
6. How do I update my NIGP codes
7. How do I view payment information?

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1. How do I become an eSupplier?

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A Vendor can register as an eSupplier by visiting <https://supplier.edison.tennessee.gov> and selecting "Register as a Supplier" from the lower left-hand side of the screen. Complete the Supplier Registration and select the "Create" button as illustrated below. Sourcing Bidders may not register as an eSupplier until they have been paid by The State of Tennessee for a good or service. Prior to completing the form, enter your Tax ID in the Tax ID field and select the looking glass to search our records. If your Tax ID is **not** registered than proceed to complete the entire form using the instructions below.

Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

*User ID: Description:

Email ID:

Password:

Confirm:

Language: Currency:

*Tax ID	*Vendor ID
<input type="text"/>	<input type="text"/>

Create

Code: ABCDEFGH (This is the eSupplier Registration code for all registered Vendors)

User ID: Do not use the apostrophe symbol (') in the creation of your User ID. Doing so may create technical difficulties when using the system.

Should read **TN@YourCompanyName** (exp. TN@ACMECorp). If your company has more than one location, then AFTER you are registered, you may log-in to your account and add more users (exp. TN@ACMECorpNash).

Description: Use keywords that describe the product or service provided (exp. Office Supplies, Lawn Care Services, IT consulting). An alternative would be to describe which location of the main company is being registered.

Email ID: This must be a valid email address where the State of Tennessee may forward bid events.

Password: It must be at least 8 characters long and contain at least 1 number and 1 special symbol. A special character is a symbol above the number keys at the top of the keyboard (exp. @ \$ % *). Special characters can be accessed by pressing the Shift key and the number key at the same time. An example of an acceptable password is: Plato%347

Confirm: This requires the password entered above in "Password" to be re-entered exactly.

Language: This will default to English, and is the only currently-available option.

Currency: This must always be "USD" for United States Dollars.

Tax ID: Edison will match your Tax ID with the subsequently entered Vendor ID to verify your identity. Only registered Edison Vendors are eligible to register as an eSupplier.

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Vendor ID: The Edison Vendor ID is a 10 digit number. You may only be familiar with the last 4 or 5 digits. To avoid errors, try adding 5 or 6 zeros to the beginning of the number to account for 10 digits. If you are a registered Vendor, then you may acquire your Vendor ID through Bidder Services. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.

Create: Once all of the fields have been completed, click the "Create" button. The new eSupplier account can be accessed immediately by returning to <https://supplier.edison.tennessee.gov> and entering the newly created User ID (exp. TN@GeneralServices) and Password (exp. Plato*347).
How do I login to my eSupplier account once registered?

2. How do I log-in to my eSupplier account once registered?

All eSupplier passwords expire every 90 days. You should gain immediate access to your account upon entering your User ID and Password. If a "Log-in Error" is received, you should click on "I forgot my password", enter your User ID and a new password will be sent to the email address on file. You may log-in using the new password however it is advised that you immediately change the new password to something you will remember.

Once logged in, company information (i.e. addresses, telephone numbers, contact persons etc.) may be edited through the "Maintain Supplier Information" link in the top left-hand menu. It is advised that new eSuppliers review their company information under the Maintain Supplier Information link immediately upon the very first log-in to avoid doing business with outdated information on file.

Bids can be placed on sourcing events under the "Manage Events and Place Bids" link. Once selected, a second link "View Events and Place Bids" will appear where you may review the advertised sourcing events from The State of Tennessee.

It is important that you also notice the subheading "View Terms and Conditions" under the Manage Events and Place Bids link. Read the entire notice before attempting to do business with the State of Tennessee.

3. How do I update/maintain contact information once logged in?

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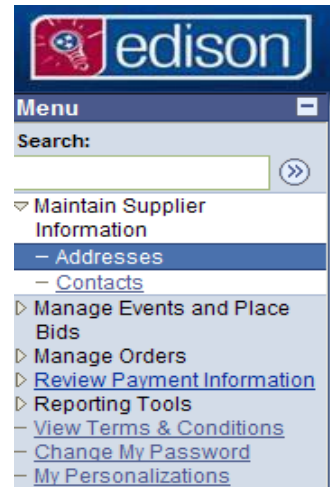
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Maintain Supplier Information –

In order to add a new contact or address, click on the appropriate link under Maintain Supplier Information. The next page should show a list of all stored addresses or contacts in the Supplier account. Scroll to the bottom of the list and choose “Add a New Contact” or “Add a New Address.”

It is vital that The State of Tennessee has your most current information in your eSupplier account. Selecting this link from the Supplier Menu will grant you access to change your company's address, add a new address, change your company's contact person or add a new person. While adding a new address, it is important to designate it as a correspondence, invoicing, remittance, solicitation or a general address. The State of Tennessee will forward information to the addresses accordingly. A contact phone number and email address is mandatory for any new person added.



4. How do I bid on events in Edison

Manage Events and Place Bids – Here you may view events in Edison and place bids if you can meet the specifications. Selecting “View Events and Place Bids” grants access to a searchable database of ALL Edison events. In order to be sure that ALL of the available events populate in your search, it is important that all three of the requirements under “Results Should Include:” are checked off as in the example below.

It is important that you review the event details before submitting a bid on ANY event. Once complete, select “Bid on Event” under “Event Details” and review the specifications before placing a bid.

Event Details

Accept Invitation

Bid on Event

Results Should Include:

- ☒ Sell Event
- ☒ Purchase Event
- ☒ Request For Information

Selecting “Bid on Event” grants access to the entire set of specifications for a given event. While completing the bid, it is important to know that each field designated with a star is absolutely mandatory. Please see example below.



★ Bid Required

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After all required fields have been completed, scroll down to the bottom and select one of the three options below. Selecting "Submit Bid" will send your bid to a secure server until the end date and it will also send a copy of your completed bid to the email address on file. **DO NOT** hit the back button after "Submit Bid" has been selected.. Selecting "Save for Later" will save your progress so it can be accessed later through "Manage Event Activities" under "Manage Events and Place Bids." "Validate Entries" is a tool that will review your answers to bid factors when selected and warn of any errors.

[Submit Bid](#)

[Save for Later](#)

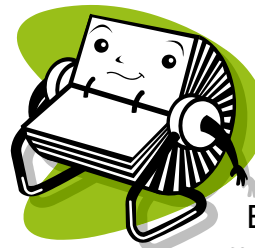
[Validate Entries](#)

[Return to Event Search](#)

5. How do I change the main eSupplier contact?

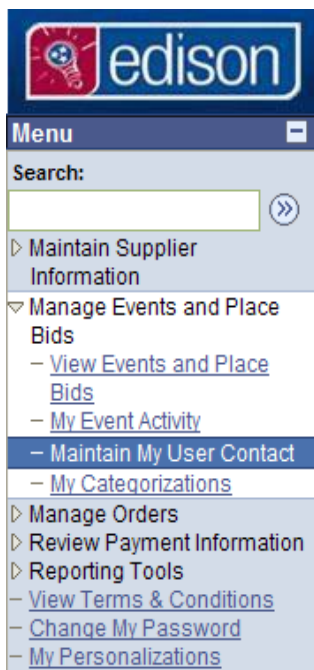
The State of Tennessee's electronic system allows for the storage of numerous and contact persons for each registered user. in to their eSupplier accounts and change the

for their organization by clicking "User Contact" under "Manage Bids" in order to change the



procurement address locations Vendors can log-contact person "Maintain My Events and Place main contact. Next,

click the magnifying glass as shown in the screenshot below to populate a list of stored contacts. If a list does not appear, follow the instructions in question 3 "How do I update my company's information once logged-in?" to add contacts.



Bidder Type	*Contact Sequence Number	Contact
Vendor	<input type="text"/>	<input type="text"/>

6. How do I update my NIGP codes

It is vital to have NIGP codes in order to receive emailed event notices. NIGP codes can be added by logging-in to your eSupplier account and choosing "Manage Events and Place Bids" from the left hand menu. Next, click on "My Categorizations" and wait for the NIGP Category Tree to populate. Click on the + next to Sell Categories and a drop down menu will appear. Choose all applicable codes from the drop down menu, scroll to the bottom and be sure to SAVE the

selections once entered.

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7. How do I view payment information?

Menu

Search:

- ▷ Maintain Supplier Information
- ▷ Manage Events and Place Bids
- ▷ Manage Orders
- ▼ Review Payment Information
 - [Invoices](#)
 - [Payments](#)
 - [Account Balances](#)
- ▷ Reporting Tools
 - [View Terms & Conditions](#)
 - [Change My Password](#)
 - [My Personalizations](#)

In order to view payment information, log-in and select “Review Payment Information” from the left-hand menu. Selecting “Invoices” will access any invoices submitted to the State of Tennessee for review. Select the “Payments” link to search for a specific payment by invoice number, payment reference, or date range. It is important to keep an account of your payment history. Account history can be accessed under the “Account Balance” tab.

Review Payments

Filter Options

State Of Tennessee

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date: (example: 12/31/2000)

To Payment Date: (example: 12/31/2000)

[Return to Vendor List](#)

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